

UTAH DIVISION OF REAL ESTATE  
**MORTGAGE PRELICENSING SCHOOL APPLICATION**

To be certified under the provisions of Rule 162-210

<b>A. AMOUNT DUE:</b> \$100.00 ( <i>non-refundable</i> )	
<b>B. PRELICENSING COURSES TO BE TAUGHT:</b> <div style="float: right;"><input type="checkbox"/> MORTGAGE LENDER OFFICER (20 HRS) <input type="checkbox"/> PRINCIPAL LENDING MANAGER (40 HRS)</div>	
<b>C. METHOD OF INSTRUCTION:</b> <div style="float: right;"><input type="checkbox"/> CLASSROOM    <input type="checkbox"/> ONLINE</div>	
<b>D. SCHOOL NAME</b>	
ADDRESS:	
PHONE NUMBER: <span style="float: right;">FAX NUMBER:</span>	
<b>E. SCHOOL DIRECTOR</b>	<b>F. OWNER(S) OF MORTGAGE SCHOOL</b> <small>(ADD SEPARATE LIST IF NECESSARY)</small>
NAME:	NAME:
ADDRESS:	ADDRESS:
PHONE:	PHONE:
E-MAIL ADDRESS:	

**G.** Please include **all** of the following:

- ☐ Comprehensive course outline (including description of the course, length of time to be spent on each subject area, and a minimum of three to five learning objectives for every three hours of classroom time)
- ☐ A list of each certified instructor and the instructor certification number or instructor application (see Rule 162-210-5.3 for PLM Instructors); a list of guest lecturers and the guest lecturers' resumes, if applicable (see Rule 162-210.4.6)
- ☐ Itemization of methods of instruction (including lecture, slide presentation, cassette, videotape, movie, or other method)
- ☐ A list of titles, authors and publishers of all required textbooks
- ☐ A schedule of the days, times, and locations of classes
- ☐ A copy of the statement to be provided for each student outlining the days, times and locations of classes; the number of quizzes and examinations; the grading system (including methods of testing and standards of grading); the requirements for attendance; notification to candidates of the qualifying questionnaire; the school's refund policy; and the statement notifying students regarding mortgage entity solicitation [R162-210.1(h)].

---

**H.**    ☐ Description of the type of school and the school's physical facility:

---

---

---

---

(Please complete page 2)

## MORTGAGE PRELICENSING SCHOOL APPLICATION (page 2)

As director of the real estate education program listed on this application, I am aware that **only** myself or a person I have authorized to be a "designated signatory" may stamp and sign the education certificate. I will notify the Division of Real Estate of all new "designated signatories" prior to allowing these new signatories to stamp or sign any certificates.

Following is a list of the names and *original* signatures of those people whom I, the director of the mortgage education program listed on this application, have authorized to be "designated signatories" for my mortgage program.

NAME (TYPE OR PRINT)	SIGNATURE

### TO BE COMPLETED BY THE SCHOOL DIRECTOR

- | Yes                      | No                       |                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a license to practice in the mortgage profession or any other profession or occupation denied, restricted, suspended, or revoked?                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been permitted to resign or surrender a mortgage license or have you ever allowed a mortgage license to expire while you were under investigation, or while action was pending against you by a mortgage licensing or any other agency? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is any action now pending against you by any mortgage licensing or other agency?                                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently under investigation for, or charged with, or have you ever pled guilty or no contest to, or been convicted of a misdemeanor or felony, excluding minor traffic offenses?                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been placed on probation in connection with any criminal offense or licensing action?                                                                                                                                              |

I have read and understand Rule 162-210 "Certification of Pre-licensing Education Providers" and agree to abide by the standards set therein.

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

MAKE CHECK PAYABLE TO THE UTAH DIVISION OF REAL ESTATE  
PO BOX 146711, SALT LAKE CITY UT 84114-6711

#### OFFICE USE ONLY

Received _____	Reviewed _____
Certification Number _____	Expiration Date _____